

## **Howard P. Rawlings Conservatory:**

- To volunteer at the Conservatory, visit <http://www.rawlingsconservatory.org/volunteer/> to apply
- **Greeter and Gift Shop Assistant**
  - Greeters welcome visitor, offer a brief introduction to the display houses, inform guests about upcoming events, collect donations, sell plants and books, answer questions about the Conservatory, and assist with clerical tasks.
  - This requires a commitment of at least 1, 2 hour shift once a month, for 6 months.
- **Special Events**
  - Annual special events include the Spring Flower Show and the Holiday Poinsettia Display. Tasks include pre-show construction, painting, woodwork, unloading and arranging plants, mulching, and labeling plants. During Open Houses you may serve refreshments, greet the public, answer questions, assist with children's activities, and sell plants.
- **Education:**
  - **Tour Guide**
    - Be trained as a tour guide, help with lecture series, or prepare interpretive materials. Tour guides will be trained to give tours to adults and children. Must undergo background check if working with children.
  - **School Groups**
    - Assist the education coordinator with school groups (scavenger hunts, planning activities, etc.) without undergoing a rigorous training program. Must undergo background check if working with children
  - **Interpretive Displays**
    - Volunteers research and write about specific plant-related topics and help create displays. We especially need help in the weeks leading up to seasonal shows and to enhance our cell phone audio tour.
- **Development and Public Relations**
  - Volunteers help with writing, editing, proofreading, and graphic design for our in-house publications. If you have connections in your community, you can help promote the Conservatory and its special events within your own community and organizations.
- **Special Projects**
  - There are specific short-term tasks that do not require an ongoing time commitment. Past projects include committee work to implement new projects, research, and data-entry. Special projects are a good choice for you if you already have a full schedule, since some work can be done at home or in small group meetings.
- **Hands-on Plant Care**
  - This is the place for you if you want to "get your hands dirty". Tasks include IPM (Integrated Pest Management) and maintaining interior and exterior gardens. No prior experience needed. You will receive specific, detailed instruction directly from a staff member on the day that you volunteer.